**IACSUB SURVEY ADMINISTRATION TASK LIST**

**Develop overall timeline**

**Pre-Registration/interest indication**

* Save the Date Type E-mail Notification
* On-Line or MACH Form pre-registration/interest
* General Information –
	+ IHEC will cover cost of specific aspects
	+ February 26 - May 1 Administration
	+ Agree to have local data placed in state aggregate

**Marketing/Recruitment Materials (for packet and IHEC Website) – See CPRD Website**

* Introduction to the IACUSB Survey (what it is, history, etc)
* Purpose of the Statewide IACSUB – why we do it
* Benefits of administering the IACSUB – Why they should do it
* Survey Content – what does the IACSUB assess
* Past statewide Survey booklets on website
* Registration Materials/Agreement of who is doing what
* Letter to Senior Level Administrators - Request to Participate
* Costs that institution may incur \*need to follow up on
* IRB Approval
	+ Confidentiality vs. anonymity on the web handout

**Survey Administration/Technical Assistance Materials (on-line/PDF through website)**

* Reminder of What IHEC will pick up the costs for
	+ Front Page (?)
	+ Survey (Long Form Only)
	+ Back Page (?)
	+ Up to 1000? surveys
	+ Institutional Executive Summary
	+ SPSS Data File (?)
	+ Crosstab File
* Costs that institution may incur
	+ Marketing/Promotions
	+ Postage/Mailing Fees
	+ Incentives
	+ Staff Time
* Materials to Aid in IRB Approval (provided by IHEC)
	+ Sample introductory e-mail
	+ Sample informed consent form/template
	+ Sample reminder e-mails
	+ Sample Front Page/Template
	+ Sample Back Page/Template
* Recruitment/Marketing Guides/Tips
	+ E-mail
	+ Social Media
	+ Classroom Administration (if offered)
	+ Incentives/Prizes
	+ Reminder solicitations
* Sample Sizes
	+ Sample Size/Power Tables
	+ Random vs. Convenience
	+ Ways of generating random sample
	+ Convenience sample strategies

**IACSUB Administration Webinar/Mini Training**

* Discuss overview of content/presentation
* AV needs
* Location
* Marketing/Promotion

**Coordination with schools**

* Timelines schools need to abide by in order to administer in time
* Confirmation of what each schools has requested, timelines
* Confirmation that each school has completed what it needs to do, in time to administer CORE as wanted

**Tracking for DHS Purposes**